

2006 – Annual Compliance Audit
TRANSPORTATION ENHANCEMENT
Self-Reporting Checklist

Instructions: Check appropriate box and provide explanations and documentation as instructed. *Falsifying or omitting an item on this form or failure to complete and submit this form by the due date to the Enhancement Administrator may be grounds for the immediate repayment of Transportation Enhancement funds awarded for this project.*

Municipal or Sponsor Name:	
Project TIP Number:	
Project Name:	
Assigned TPC:	
Project Completed:	
Brief Project Description (taken from application/agreement):	
Project Description as constructed (if modified from original application or agreement):	

I. ADMINISTRATIVE and FINANCIAL

	Yes	No	N/A	All <u>No</u> responses must be explained in this column (unless otherwise instructed)
1. Has the required annual audit report been submitted to the Local Government Commission for the period in which you received Enhancement funds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have all records, books, documents associated with or related to the project been maintained according to the terms specified in the fully executed Enhancement Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. In the previous 12 months, has the property been used <i>only</i> as defined and for the purpose(s) funded in the fully executed Enhancement Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Is there a fee or admission charge for the use or entrance into this facility? (If applicable, <u>attach</u> the entrance and/or usage fee schedule to this report)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. How have fee or user charges been established?				
6. Have all funds generated from the use of or admission to the facility been used <i>only</i> to maintain this facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. MAINTENANCE

	Yes	No	N/A	All <u>No</u> responses must be explained in this column (unless otherwise instructed)
1. I can affirm that adequate maintenance has been performed on this project since completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. I can confirm that landscape maintenance is being performed in accordance with generally acceptable horticultural practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. A visual inspection of this project has taken place in the past 30 days and the <i>physical appearance</i> has not been compromised beyond normal wear and tear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. A visual inspection of this project has taken place in the past 30 days and all known or suspected <i>safety hazards</i> have been corrected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. I can affirm that the town has adequately responded to all complaints regarding the adequate maintenance of this facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Has the town received any complaints regarding ADA matters or accessibility matters related to the use of this facility over the past 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If yes, describe how that issue has been resolved?
7. Attach photos taken within the last 60 days: <ul style="list-style-type: none"> • At least one (1) photo must be from the vantage point of the traveling public • At least two (2) exterior photos (front and back of building, if applicable) • At least two (2) interior photos (w/one being of office or administrative space, if applicable) 				

III. TRANSPORTATION MUSEUMS

	Yes	No	N/A	All <u>No</u> responses must be explained in this column (unless otherwise instructed)
1. The museum has only been operated by a legally organized not-for-profit institution or as part of a not-for-profit institution or government-entity for the immediate past 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The museum's programs and operations have been essentially for educational purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The museum has a formally adopted mission statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The museum has at least one full-time paid professional staff member who has museum knowledge and experience and is delegated the authority and is allocated financial resources sufficient to operate the museum effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. The museum presents regularly scheduled transportation programs and exhibits that use and interpret objects for the public according to accepted standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. The museum has a formal and appropriate program of documentation, care, and use of collections and /or tangible objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. The museum has a formal and appropriate program of presentations and maintenance of exhibits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Keep a completed copy of this report for your records.

Return to: Enhancement Administrator

1534 Mail Service Center - Raleigh, NC 27699-1534 - Phone: (919) 733-2039

IV. OTHERS BY CATEGORY

	Yes	No	N/A	All <u>No</u> responses must be explained in this column (unless otherwise instructed)
1. <u>Acquisition of Scenic or Historic Sites:</u> Has the viewshed been preserved by not issuing building permits, changing zoning regulations or other means that may perpetuate development/construction in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. <u>Scenic or Historic Highway Program:</u> Have all marketing/promotional and related information displayed in areas and on equipment/furniture purchased by Enhancement funds been only for the designated scenic or historic highway program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. <u>Control of Outdoor Advertising:</u> Has the Sponsor preserved the affected area by not issuing permits, changing zoning regulations or other means that may perpetuate the installation of billboards in the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. <u>Archaeological Planning and Research:</u> All findings and discoveries have been accounted for, documented and preserved. These findings and discoveries have been made available to the public in a form and or format that complies with generally accepted principles and methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Signature Page

Name:	
Title:	

(Type or Print)

By my signature below, I certify as to my knowledge of the truth and accuracy of the information provided in this self-reporting compliance audit for the year 2006, and I further certify that I am duly authorized to sign this document

Signature: _____

Date mailed: _____
(Sign and Return - ***no electronic signatures***)

Note: All projects are subject to unannounced compliance checks by NCDOT Division/District personnel and/or Enhancement Staff. Project Sponsors may be required to **repay** Enhancement funds, if projects are found to be out of compliance, as determined by NCDOT'S Enhancement Unit.

* Complete only if different from above *

Subsequent Annual Compliance Audits should be sent to:

Name:	
Title:	
Mailing Address:	
Phone Number: (include area code)	
Email Address:	

**This completed report must arrive in the
Office of the Enhancement Unit
no later than December 31, 2006**